

Short Title: Acceptable Forms of Payment

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under ARS 41-1033 for a review of the statement.

Description of Practice/Procedure: The Department will only accept payment for fees and for any other purposes when made by cash, check or money order, or by acceptable credit card for specified on-line transactions.

Acceptable checks include pre-printed personal or business account checks or drafts, either in-state or out-of-state. The Department will not accept two-party checks, counter checks or any check not pre-printed with the name and address of the account holder, the name of the subject financial institution and the account number.

Payment of a civil penalty shall be paid by money order, certified check, cashier's check or cash.¹

If an individual or entity has an outstanding "bad check," no further checks or payment of any other kind for any purpose will be accepted by the Department from that individual or entity until the outstanding check is redeemed, including returned check costs, using a cashier's check, money order, certified check or cash.

On-Line transactions, including license renewals, hire or sever requests, and transfers of employment, may be paid using a Discover, Visa, MasterCard or American Express credit card at the conclusion of the on-line session, after the user has been automatically redirected to a secure website.

Authority: A.R.S. §§ 32-2125.01, -2129, -2130, -2186, -2194.02, -2195.02, -2196, -2197.05 and -2198.09 authorize the Commissioner to assess fees and prescribe the amounts to be charged. A.R.S. § 35-142(I) authorizes state agency acceptance of credit card payments pursuant to § 35-315.

Policy Program: Business Office / Administration

Effective Date: June 18, 1999; Renumbered 5/28/04; Revised and Renumbered 4/01/05.

¹ Cash normally may be accepted only at the front counter, not through the mail; however, if cash is received by mail, it shall be accepted and receipted. The licensee assumes all risk for transmitting cash by mail.

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